

Alert #006 – Office 365 Outlook Public Folders Migration

MS
365
ALERT

006- 09/07/2021

TITLE
:

Office 365 Outlook Public Folders

**ALERT
:**

Outlook Public Folders migration to Office 365 (i.e., from on-premises to the cloud) will begin on Friday, September 17, 2021, at 4:30 P.M.

The migration can take 48 hours or longer to complete and requires all of the Public Folders to be locked during the migration period.

You will not have access to Public Folders during this time:

4:30 P.M., Friday, September 17, 2021 through

10:00 P.M. Sunday, September 19, 2021

Action Required:

1. Close all Public Folders before 4:30 P.M. on Friday, Sept. 17th.
2. You will not be able to access the Public Folders during the migration timeframe.
3. Once the migration is completed (i.e., Monday morning), close and reopen your Outlook application.



ACTION:

Once the migration has been completed, you will be able to access Public folders in both the Outlook desktop application and Outlook on the Web (<https://outlook.delaware.gov>).

Note: This migration only affects the use of Public Folders; you may continue to access your email, other mailboxes, and calendars during the migration time.

Posted: September 07. 2021